



Records Management

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Agency Mass Mailer

This email is being sent to EPA employees.

Records Management Transformation

November 23, 2021

Dear Colleagues,

Records management at EPA is an important part of protecting human health and the environment because records justify, explain, document, and defend our work. And the data in our records helps us explore new ways to protect the American public. That's why one of my top priorities as Chief Information Officer and Senior Agency Official for Records Management is nothing less than the transformation of records management at EPA. This year, you will begin to see major improvements that will enhance your ability to store and access your electronic records while we also begin to digitize the more than 26 miles of paper records that the Agency has stored across the country.

Over the next 12 months, EPA will:

- Transition from the Enterprise Content Management System (ECMS) to the new Agency Records Management System (ARMS) where we will store and retrieve our records.
- Use artificial intelligence to help you easily associate the records you save from your files or email with the proper records schedule.
- Open two new national digitization centers – in Edison, NJ and Kansas City, MO – to digitize our existing paper records.

- Release the Paper Asset Tracking Tool (PATT) which uses open-source code to allow program offices and regions to manage and track shipments of paper records to the national digitization centers.
- Encourage program offices and regions to send closed temporary and permanent records that will not need to be digitized to the Federal Records Centers (FRCs).
- Provide actionable guidance for program offices and regions to meet the [Federal Directive M-19-21\(link is external\)](#) mandate [https://www.archives.gov/files/records-mgmt/policy/m-19-21-transition-to-federal-records.pdf\(link is external\)](https://www.archives.gov/files/records-mgmt/policy/m-19-21-transition-to-federal-records.pdf(link is external)) to transition from paper to electronic records.

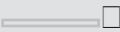
The benefits of this work are considerable. We expect to:

- Improve your ability to work from anywhere and still have access to the records and information you need to be successful.
- Make it easier to search and retrieve information from within the Agency's official record keeping system, ARMS.
- Ensure a consistent, efficient, Agencywide approach toward meeting the goals of [Federal Directive M-19-21\(link is external\)](#).
- Reduce the amount of space that regions and program offices devote to onsite records storage, thereby reducing leased space costs.
- Support business continuity during remote work, such as we are experiencing now with the pandemic, or during unexpected situations such as a natural disaster or continuity of operations event.

These big changes will require the engagement and support of every employee. So, I'm asking now for your support as we deploy these new centers, new applications, and new processes across the Agency. We can all work together to drive this transformative improvement in records management for the Agency.

Thank you,

Vaughn Noga
Chief Information Officer and
Deputy Assistant Administrator for Environmental Information



Environmental Protection Agency (EPA)